

1. The following are the characteristics of a good leader:

- 1. **Effective communication skills:**
 - a. Listening
 - b. Speaking
- 2. **Team building:**
 - a. Motivating
 - b. Dealing with conflict
- 3. **Decision-making skills:**
 - a. Analyzing information and data
 - b. Making timely decisions
- 4. **Problem-solving:**
 - a. Identifying the root cause of the problem
 - b. Generating creative solutions

2. The following are the characteristics of a good manager:

- 1. **Organizational skills:**
 - a. Planning
 - b. Prioritizing
- 2. **Resource management skills:**
 - a. Allocating resources
 - b. Monitoring and controlling
- 3. **Communication skills:**
 - a. Writing
 - b. Speaking
- 4. **Team building skills:**
 - a. Motivating
 - b. Dealing with conflict

3. The following are the characteristics of a good employee:

- 1. **Self-motivation:**
 - a. Setting goals
 - b. Taking initiative
- 2. **Teamwork:**
 - a. Supporting colleagues
 - b. Communicating effectively
- 3. **Problem-solving:**
 - a. Identifying the root cause of the problem
 - b. Generating creative solutions
- 4. **Time management:**
 - a. Prioritizing
 - b. Meeting deadlines

Passages 1 Workbook Answer Second Edition

Jin-Ying Zhang



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